

## JOB DESCRIPTION

<b>Job Title:</b>	College Readiness Senior Girls Program Leader	<b>Division/Department:</b>	Community Programs
<b>FLSA Status:</b>	Non-Exempt	<b>Reports to:</b>	CAN! Program Coordinator
<b>EEO &amp; WC Code:</b>		<b>Revision Date:</b>	5/2020
<b>Location:</b>	Downtown Oakland Site	<b>Compensation:</b>	\$16.00 per hour + Fringe Benefits
<b>Supervises Direct Or Indirect:</b>	None	<b>Supervision Category:</b>	Individual Contributor

### Position Overview

The College Readiness Senior Girls Program Leader position is a part-time position that supports our 12<sup>th</sup> grade girls to graduate high school, apply for scholarships and colleges and be ready for the college experience. The Senior Girls program leader facilitates the seniors' program and workshops designed to: 1) support the development of cognitive skills needed for the scholars to thrive in college; 2) support the development of key content knowledge; 3) support the development of self-management skills; and 4) increase knowledge about post-secondary education and careers. The Senior Girls program leader will be responsible for facilitating 2 cohorts of 15 scholars per week at the downtown Oakland site and will be able to **commitment to work the 2020-2021 academic school year.**

### Major Duties and Responsibilities

- Design and implement weekly program workshops during the school year for high school senior girls
- Develop and maintain relationships with 12<sup>th</sup> grade girls by demonstrating compassion, respect, and high expectations while assisting them in determining their interests and passions and how that can relate to college and career opportunities
- Support and monitor development of college readiness skills for high school senior girls that will enable their success in post-secondary education
- Review high school schedules/classes to determine if they meet college entry requirements and set a course of action to ensure the girl meets academic requirements for college entry.
- Review grades to determine if they meet college GPA requirements and determine course of action including referring to appropriate support services
- Set goals with girls and action plans around their goals
- Assist in engaging and providing information to parents regarding college application and financial aid process and in planning for girls' college experience
- Assist with the implementation of college workshops for girls and parents including: FAFSA and scholarship processes; transition to college workshop series to build on self-management strategies, and knowledge of post-secondary education; college showers; college readiness for parents
- Assist with field trips to colleges, college round tables and the college shower
- Assist with the planning and coordination for sisterhood events

## **Qualifications**

- **Commitment to work the 2020-2021 academic school year.**
- **Ability to work 2:00-7:00pm M-TH; 10am-2pm Fri**
- Bachelor or Associate Degree; working toward bachelor's degree
- Experience working with and/or volunteering with high school aged youth and their families representing diverse cultures, ethnicities, abilities, and sexual orientation.
- Group facilitation, behavioral management and conflict resolution skills gained in a working with adolescent youth.
- Ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement
- Ability work cross-culturally with co-workers, girls, partners, volunteers, and interns
- Ability to create and maintain a culturally responsive, trauma-informed, and safe space
- Knowledge of equity issues affecting girls and young women especially around educational equity and access.
- Excellent verbal and written communication skills.
- Must be willing to work occasional evenings and weekends as needed for events.
- Bilingual (English/Spanish/Cantonese) highly desired.
- Collaborative, resourceful, self-motivating, creative, organized, and flexible.
- Knowledge of MS Word, Publisher, Excel, Outlook
- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.

If interested, please send resume and cover letter to Gabriela Reyes-Acosta ([greyes-acosta@girlsinc-alameda.org](mailto:greyes-acosta@girlsinc-alameda.org)).